

**INSTRUCTION**Group Tests**A. Norm-referenced Tests**

Norm-referenced tests required by the State Board of Education and by Stafford County Schools shall be included in the instructional program. Each school shall annually administer, norm-referenced tests for the purpose of assessing the educational progress of students.

**B. Criterion-referenced Tests**

Criterion-referenced tests required by the State Board of Education shall be administered in accordance with state regulations and the Virginia State Assessment Program.

The program shall be administered in such a way that there is centralized control of a maximum number of testing conditions, including test security.

The responsibility for scoring criterion-referenced tests including Standards of Learning Assessments and the Literacy Passport Tests is that of the Virginia Department of Education and shall not be accomplished within the school division without prior approval of that department.

The purpose of the Virginia State Assessment is to determine whether or not students have demonstrated proficiency in Virginia's Standards of Learning at grades 3, 5, 8 and in certain high school courses. The results of the program will be used to identify students in need of remedial instruction and to determine the awarding of the Literacy Passport and/or subsequent promotion to ninth grade.

Beginning with the graduating class of 2003-04, students shall pass Standards of Learning end of course tests as prescribed by regulations of the State Board of Education.

**C. Cumulative Testing and Final Exams**

During each report period, cumulative tests shall be given to students. At the close of the first and second semesters, examinations shall be given in grades 7-12 to cover the entire semester and shall be preceded by carefully planned reviews. Copies of semester examinations will be submitted to the principal at least five (5) days prior to administering the examination. These semester examinations will be made available for review by the Assistant Superintendent for Instruction and the instructional supervisors upon request.

1. Final spring exams for students in grades 9-12 with an "A" average in a specific course will be optional for

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- that course. Students enrolled in the alternative education program may only take advantage of this option if their Student Plan includes the exam option.
2. Final spring exams for students in grades 9-11 who have been absent less than five days from a class and seniors who have been absent from a class for less than six days during the school year, have not been suspended from school during the school year, and who have maintained a C+ average will be optional.
  3. Students enrolled in college-level classes will be required to take final examinations if required for college credit.
  4. Middle school students taking ninth grade credit courses will be entitled to the exemption option in those respective courses.

Approved by Division Superintendent:	May 12, 1992
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